



**MONTANA STATE HOSPITAL
POLICY AND PROCEDURE**

**DEPARTMENT OF PUBLIC
HEALTH & HUMAN SERVICES
PERSONNEL POLICIES**

Effective Date: September 1, 2002

Policy #: HR-20

Page 1 of 1

- I. PURPOSE:** To ensure applicable guidelines are available to administrative and supervisory staff for use when resolving personnel issues.
- II. POLICY:** Montana State Hospital (MSH) will adhere to and reference all applicable Department of Public Health and Human Services (DPHHS) Personnel Policies except in instances where MSH policies are more detailed and specific to hospital operations.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Supervisors and Administrators will access and utilize DPHHS Personnel Policies as needed.
- V. PROCEDURE:**
 - A. DPHHS Policies will be applied to appropriately resolve personnel issues.
 - B. MSH Human Resource policies will be developed following guidelines established in DPHHS policies. MSH policy content will not conflict with DPHHS policies.
 - C. MSH policies will be applied in instances where they are specific to hospital operations.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Hospital Administrator, Department Directors
- VIII. RESCISSIONS:** None, new policy
- IX. DISTRIBUTION:** All hospital policy manuals
- X. REVIEW AND REISSUE DATE:** September 2005
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources
- XII. ATTACHMENTS:** None

_____/____/_____
Ed Amberg
Hospital Administrator

Date

_____/____/_____
Rhonda Klima
Acting Director of Human Resource

Date